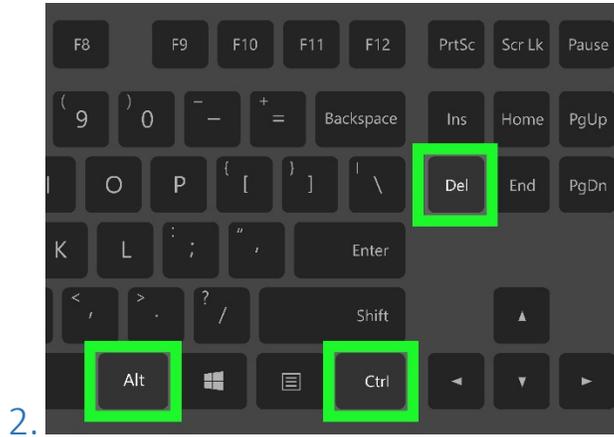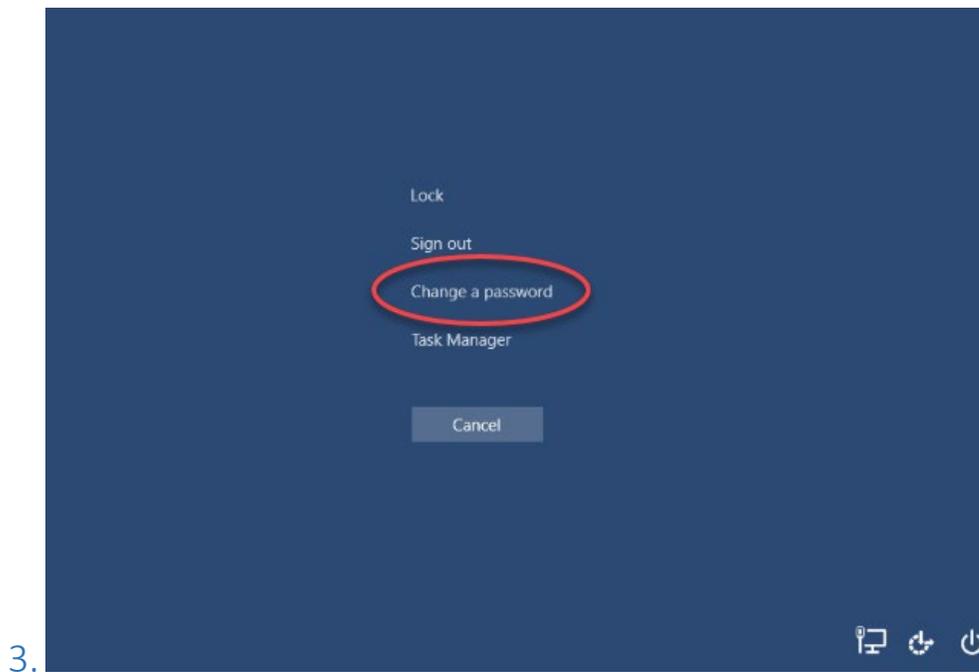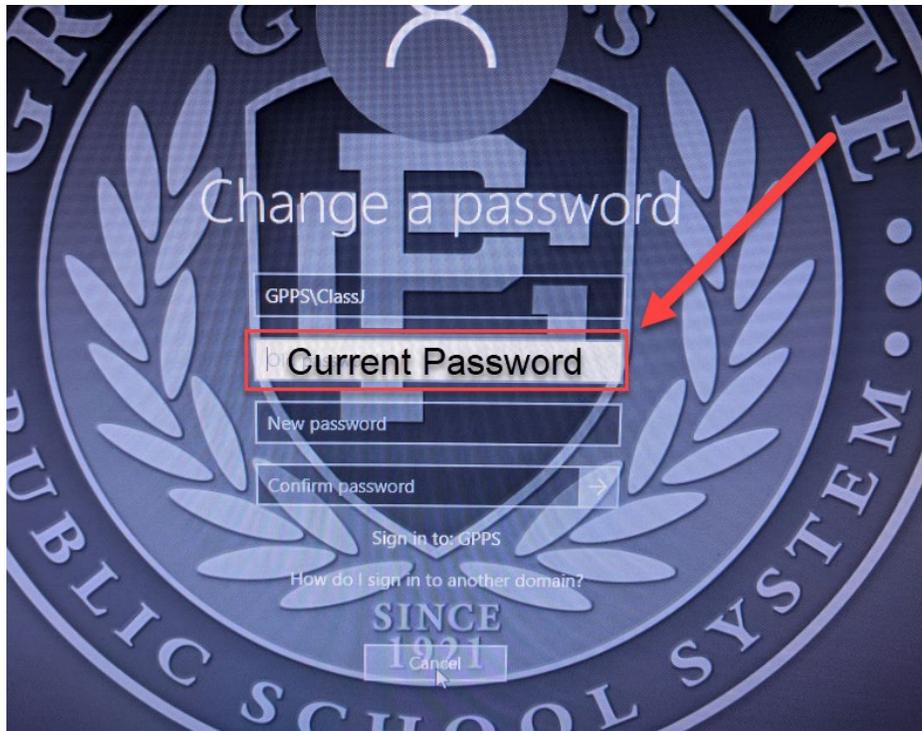1. If your password has expired, you will see a notification at the login screen saying that your password has expired. Proceed to change password.

2.

If you are logged in already, but would like to change your password anyway hit: Ctr + alt + delete on your keyboard.

3.

Select "change password"

4.

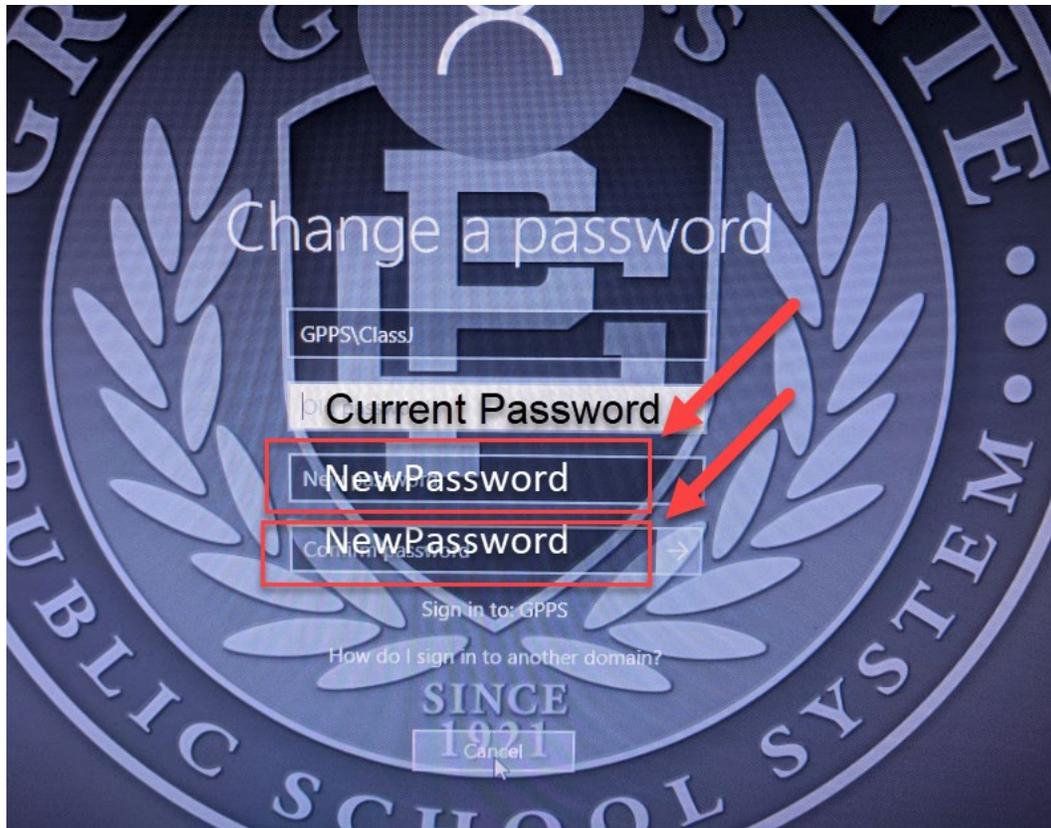Enter your current password in the top field.

5.

Create a new password. New passwords have the following conditions:

1. 8 or more characters long
2. Contain a mix of uppercase and lowercase
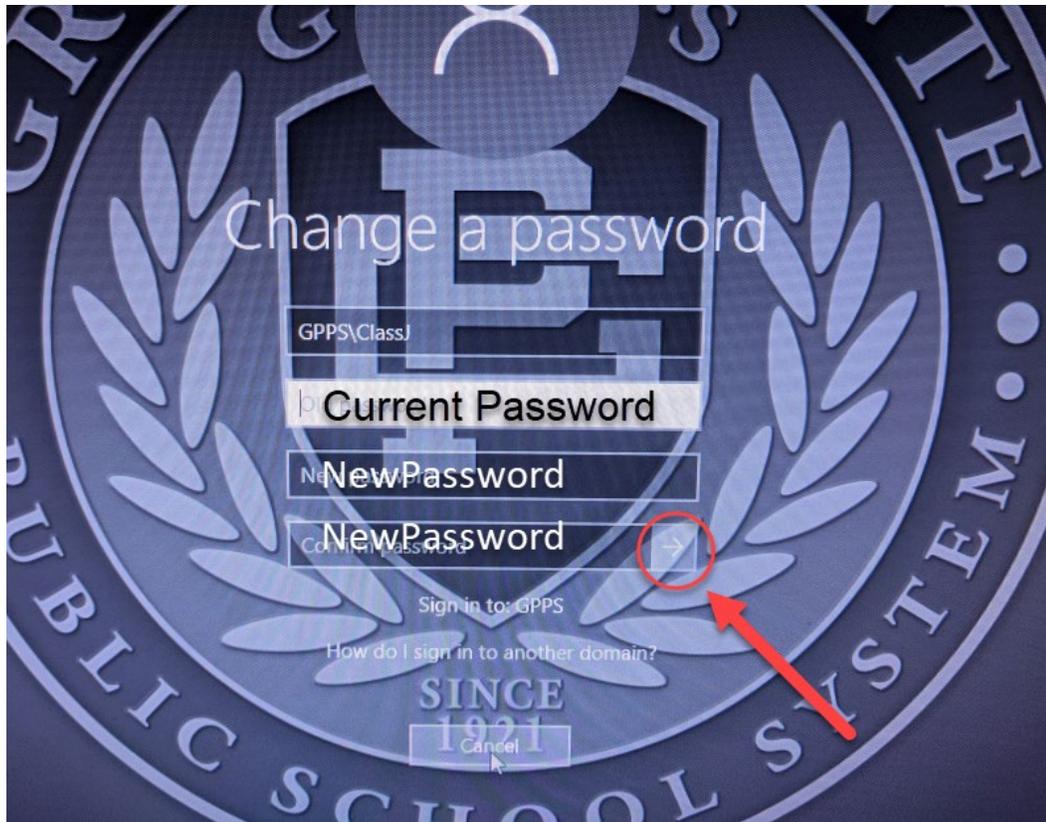3. Must be new or at least it hasn't been used the last 3 times

Ex. "Mynamehere05"

Write your new password down on a piece of paper

6.

Type the new password in to the second field. Type the new password in one more time in the third field.

7.

Click the Right Arrow button and continue.

8.

Congratulations your password has been changed. Log in with the new password.